

**SUPERVISING SOCIAL WORKER  
(SULLIVAN COUNTY ADULT CARE CENTER)**

**162-A**

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for administering and supervising the social work services at the Sullivan County Adult Care Center. Work is performed under general supervising of the Administrator of the Adult Care Center. The work includes wide responsibility for independent action and programming and involves the supervision of subordinate professional, para-professional and clerical staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and administers the social work activities of the facility;

Participates in the intake and screening of new residents;

Interprets agency policy for assigned staff;

Supervises and participates in individual, group and family therapy;

Acts as a team leader in conferences designed for diagnosis of and treatment of residents;

Assigns residents to subordinates and follows progress through follow-up sessions with staff;

Participates in informational and educational community activities to further community knowledge of the mental/social illness that affect the elderly.

Plans and schedules work of subordinates;

Works with other professionals and non-professionals in exploring activities to assist residents;

Participates in long range planning toward the development of more comprehensive programs for residents;

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Coordinates various activities and treatment programs with other governmental and non-governmental agencies;

Directs in-service training of other professionals and para-professionals relating the contributions that social work can give to an interdisciplinary treatment team.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, methods, procedures and practices of social work; thorough knowledge of the functioning of a residential facility and the scope of services rendered; the ability to organize work effectively; the ability to interpret federal, state and local laws affecting the medical and health programs; ability to prepare technical and informational data for administrative use; ability to provide professional leadership; ability to prepare, analyze and evaluate reports; and ability to plan and supervise the work of the social work staff.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Social Work or other Human Services Field and Two (2) years of paid social work experience in a residential facility including one (1) year of supervisory responsibility; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or Higher in Social Work or other Human Services Field and Four (4) years of paid social work experience in a residential facility including (1) year of supervisory responsibility.

**NOTE:** *Must possess a current certificate or limited permit to practice social work in the State of*

*New York.*

*Only professional, post-master's social work experience will be considered as qualifying experience. Supervisory experience must be practicing at the post master's level and supervision of professional social workers.*

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Last Reviewed: 2/20/2015

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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